



<b>POSTING NUMBER:</b>	HR-0118	<b>ISSUE DATE:</b>	November 13, 2014
<b>TITLE:</b>	Clerk	<b>CLOSING DATE:</b>	November 28, 2014
<b>DIVISION / UNIT:</b>	Information Technology	<b>SALARY RANGE:</b>	A04: \$24,715.54 - \$34,043.50
<b>LOCATION:</b>	101 South Broad Street Trenton, NJ 08625-0800		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	DEPARTMENT

**DESCRIPTION OF MAJOR DUTIES:** Under immediate supervision, performs routine, clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR#0118**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*